

# File Naming and Organization of Jobs

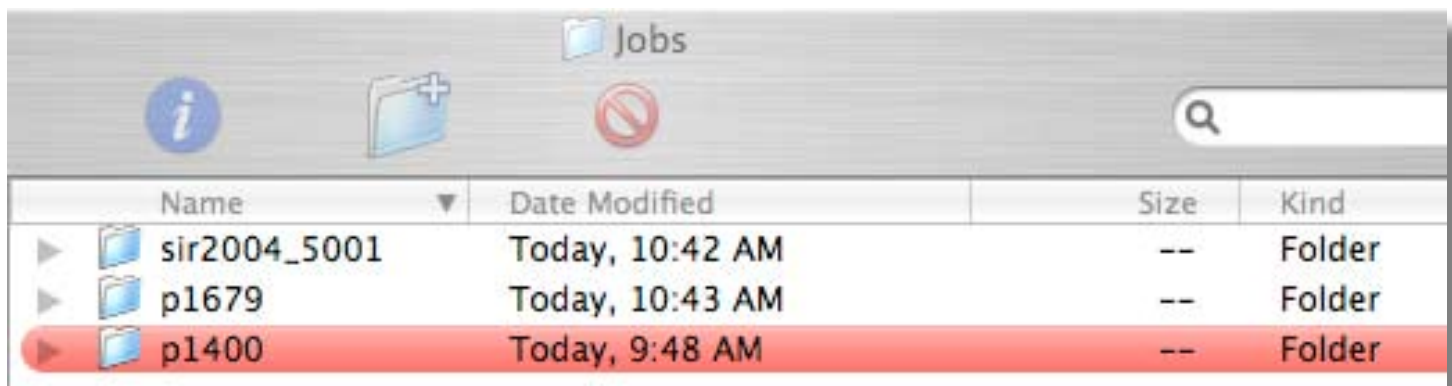
As we begin to move jobs around in the Publishing Network, it is important for job production files/folders to be organized in such a way that anyone could pick up the job and have little or no problem navigating their way through the files in order to work on that particular job.

The following method of file naming and structure helps to organize your files as you are working on a job, enables anyone who needs to take over a job to quickly understand what files are where, makes it easier for the printing contractor to see how a job is organized and find the necessary files, and creates a more standard and organized archive file. Once you get used to organizing your jobs this way, it will make your life much easier when you need to prepare the job for printing.

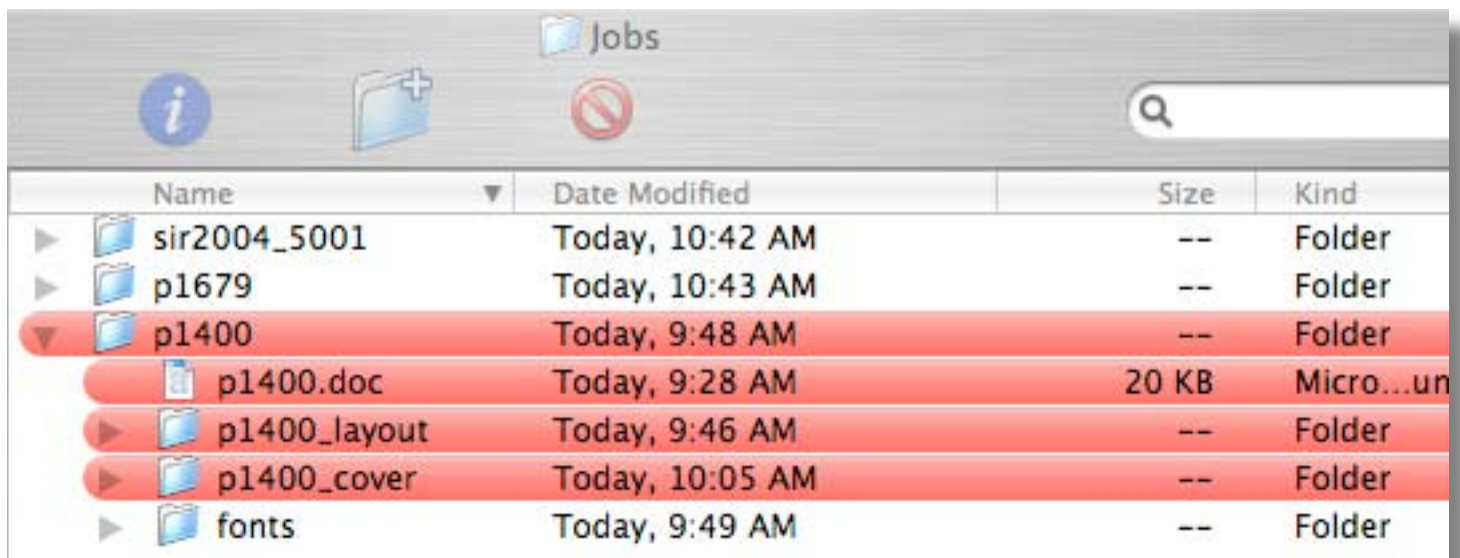
## Keep all jobs in a folder named “jobs” or “projects”

This helps anyone who needs to locate a job on your computer by giving them an obvious starting place to look. Within that main “jobs” folder, create the following hierarchy of files/folders:

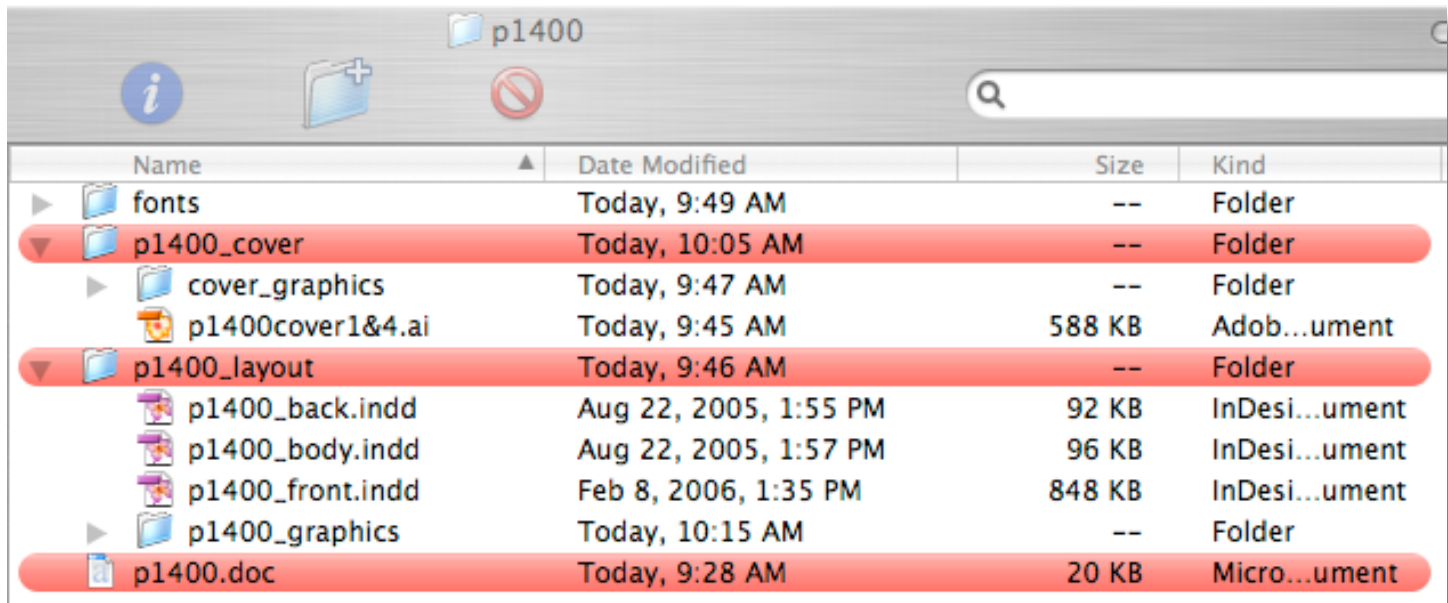
**1. Main-level Folder**—When starting a job, create a folder that will contain all the necessary files for that job (keep extraneous files and draft versions in a separate folder). Name this folder using the series number of the job (p1699, sir2004\_5001, etc.). The name of the author can be added after the number if you like.



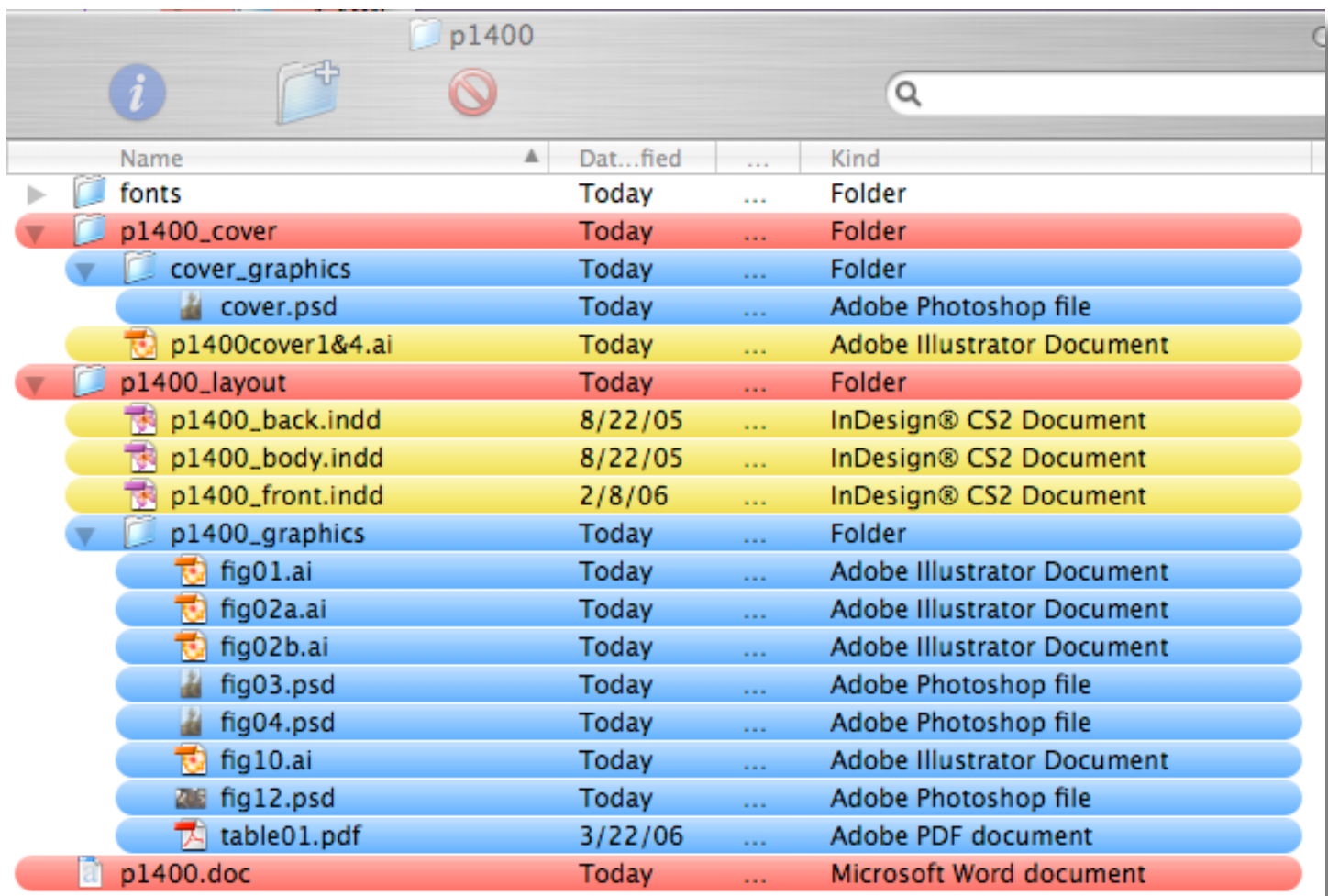
**2. First-level Subfolders**—Create separate subfolders within this main folder for the different parts of your job (p1400\_cover, p1400\_layout, etc.).



**3. Second-level Subfolders**—Each of these first-level subfolders should contain the appropriate files or second-level subfolders. For example, the layout folder should contain the main files used for the layout and a separate folder for all graphics that are linked to the layout. If you have a lot of photos, tables, or illustrations, you may want to put them in separate folders within the single folder called “graphics.” Note that when you name files you should avoid capital letters, hyphens, and spaces in your file names (fig01.ai, fig02.eps, fig03a.psd, etc.). Caps and spaces in file names can create problems in the XML/HTML process. Also, please include the appropriate file extensions in the file name (.ai, .psd, etc.).

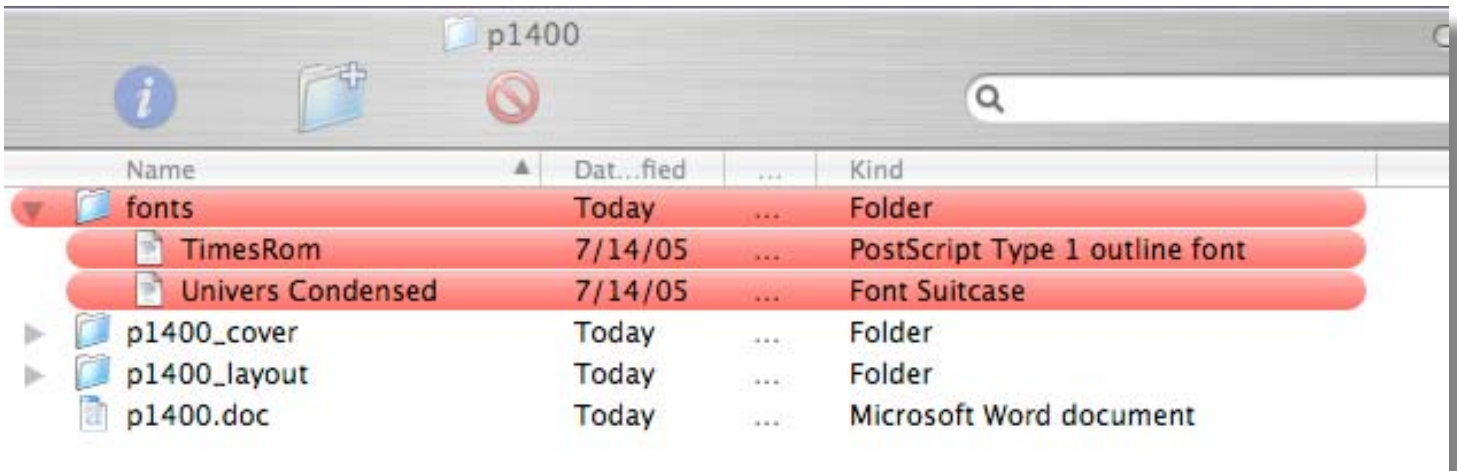


Name	Date Modified	Size	Kind
fonts	Today, 9:49 AM	--	Folder
p1400_cover	Today, 10:05 AM	--	Folder
cover_graphics	Today, 9:47 AM	--	Folder
p1400cover1&4.ai	Today, 9:45 AM	588 KB	Adob...ument
p1400_layout	Today, 9:46 AM	--	Folder
p1400_back.indd	Aug 22, 2005, 1:55 PM	92 KB	InDesi...ument
p1400_body.indd	Aug 22, 2005, 1:57 PM	96 KB	InDesi...ument
p1400_front.indd	Feb 8, 2006, 1:35 PM	848 KB	InDesi...ument
p1400_graphics	Today, 10:15 AM	--	Folder
p1400.doc	Today, 9:28 AM	20 KB	Micro...ument



Name	Date Modified	Size	Kind
fonts	Today	...	Folder
p1400_cover	Today	...	Folder
cover_graphics	Today	...	Folder
cover.psd	Today	...	Adobe Photoshop file
p1400cover1&4.ai	Today	...	Adobe Illustrator Document
p1400_layout	Today	...	Folder
p1400_back.indd	8/22/05	...	InDesign® CS2 Document
p1400_body.indd	8/22/05	...	InDesign® CS2 Document
p1400_front.indd	2/8/06	...	InDesign® CS2 Document
p1400_graphics	Today	...	Folder
fig01.ai	Today	...	Adobe Illustrator Document
fig02a.ai	Today	...	Adobe Illustrator Document
fig02b.ai	Today	...	Adobe Illustrator Document
fig03.psd	Today	...	Adobe Photoshop file
fig04.psd	Today	...	Adobe Photoshop file
fig10.ai	Today	...	Adobe Illustrator Document
fig12.psd	Today	...	Adobe Photoshop file
table01.pdf	3/22/06	...	Adobe PDF document
p1400.doc	Today	...	Microsoft Word document

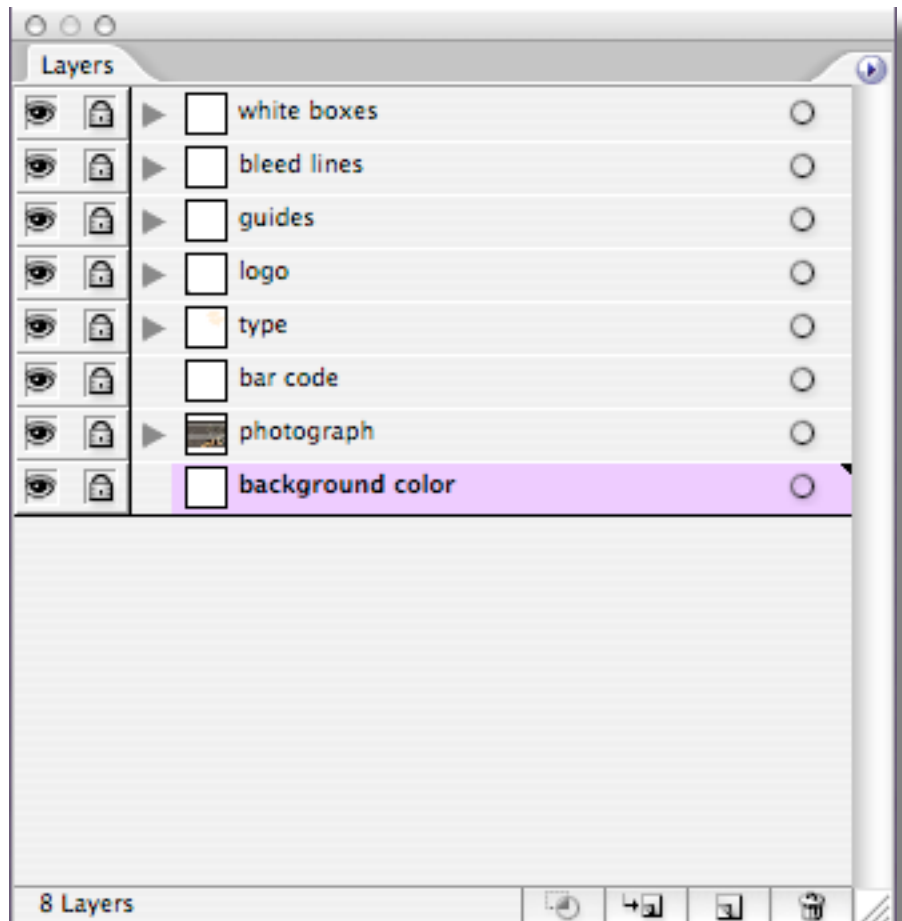
**4. Fonts Folder**—When preparing the files to go to the printer, you should add a “fonts” folder in the main-level Folder that includes all fonts used in the entire job. If you are using InDesign, you can use the “Package” feature to gather your files and fonts for you in a separate folder. With Illustrator, you need to do this manually.



## Name all layers in Illustrator, Photoshop, and Indesign

Naming layers in your job rather than retaining the automatic default name when a new layer is created (Layer 1, etc.) helps anyone who needs to work with your job know at a glance what is on each layer. Photoshop allows you to color code layers into logical groups as well as creating layer sets.

### Illustrator Layers Palette



## Photoshop Layers Palette

